

Trainer Agreement Information

Thank you for your support of the Safeguarding Ministry

Dear Trainer,

Thank you for being a part of EDOT's commitment to establish and nurture a culture of health, safety and mutual care in our churches, schools and organizations. Your dedication to informing and preparing all who work and serve in these communities is invaluable and deeply appreciated.

Reminders for you:

- To maintain your status as a trainer, each year you must complete and sign the current year Trainer Agreement, due in the Safeguarding Office each February. The Head of your Church, School or Organization must also sign the agreement.
- **If you indicate on the agreement that you are a trainer for more than one EDOT entity, please remember that you must have signatures from the Head of both locations.**
- To ensure consistent practices, current year trainer packet and policies are posted online at epicenter.org/safeguarding-trainers-corner. Please print the materials you use directly from the website before each training.
- To “refresh” your training skills, you are urged to participate in one (annually) of the quarterly **Trainer Talks**, offered online by the Safeguarding staff to facilitate the sharing of information and experiences. You are expected to read the Safeguarding Connection, the blog post e-mailed to you several times a year.
- If you choose to discontinue your work as a trainer, you are requested to contact the Safeguarding Office so that we can maintain current information.

Thank you again for your participation in all of our efforts to live into our baptismal promise to respect the dignity of every human being.

Sincerely,

The Rev. Dr. Carol Petty
Canon for Wellness and Care

Please complete and return the attached agreement to the Safeguarding Office.

Email: kmuhlenbruch@epicenter.org Or Fax: 866.898.8976



2018 Trainer Agreement

Please provide the information below, sign the form, have your head of church, school or organization sign it and return it to the **Safeguarding Office**. Return the completed Agreement by February 15, 2018 or within 10 days of completing your trainer training. Submit this form prior to scheduling new trainings in SRS.

Trainer's Name _____

Program(s): check both if apply _____SG-Children Trainer _____SG-People Trainer

____ I have logged in to SRS and have updated my profile information, providing my preferred and current address, phone number(s) and email address.

____ I have reviewed a copy of the Trainer Instructions for SRS found on the website.

<http://www.epicenter.org/safeguarding-records-system-srs/>

List institution(s) for which you are the designated trainer

Church: _____ City _____

and/or

School: _____ City _____

Other: _____ City _____

By initialing each of the following, you agree as a trainer to:

- Hold trainings as requested by the entity/entities listed above _____
- Enter your trainings into SRS, use SRS sign-out sheet for signatures at training and upload or return completed sign-out to the Safeguarding Office 1-5 days after completed training _____
- Update SRS with any changes in your contact information _____
- Prepare and provide all printed materials and supplies needed for training _____
- Consent to a back ground check every 5 years for re-certification _____
- Read all communications from Safeguarding Office and use the Trainers Corner <http://www.epicenter.org/safeguarding-trainers-corner/> to maintain trainer proficiency _____
- When you retire as a trainer, let the Safeguarding Office know and leave all Safeguarding trainer materials at your church, school or Diocesan institution _____

The Safeguarding Office agrees to:

- Be available by phone, email or in person to assist and support trainers
- Provide updated information and support materials to trainers via monthly blogs and website
- Maintain records of all trainings
- Conduct quarterly Trainer Talks

Trainer		Date	
Head: church, school, institution		Date	

Please send completed form via Fax: 866-898-8976 Or Email: kmuhlenbruch@epicenter.org